

# TOP 10

## School of Business PROFESSIONAL VALUES

### 1 Accountability

*In the School of Business, we demonstrate **accountability** by*

- taking personal responsibility for all actions
- following through on commitments for group work
- coming to class prepared to learn
- attending class regularly and taking responsibility for any missed work/information
- requesting help when needed from faculty, Advising, Disability Resource Centre, Learning Skills, Counselling
- looking for solutions rather than placing blame

### Integrity 2

*In the School of Business, we demonstrate **integrity** by*

- maintaining academic honesty in all endeavours
- taking credit only for our own work (not that of others)
- collaborating with others on assignments/projects only when authorized to do so
- using classroom/lab resources wisely
- being respectful of lab policies

### 3 Responsibility

*In the School of Business, we demonstrate **responsibility** by*

- completing all assignments on time
- arriving for all classes and program activities prepared and on time
- notifying instructors of absences, late arrivals, early departures
- using time-management strategies: calendars, to-do lists
- turning off cell phones and other personal electronic devices during class time
- using computers in an authorized manner

### Respect 4

*In the School of Business, we demonstrate **respect** by*

- treating peers, guests, instructors and staff with the appropriate level of respect whether in person, in writing or in electronic communications
- demonstrating acceptance of diverse groups
- not disrupting/interfering with the learning of other students (not talking, texting, coming late, leaving early, doing off-task work)

### 5 Professional Behaviour

*In the School of Business, we demonstrate **professional behaviour** by*

- using language and terminology appropriate for learning environments (no foul language, minimal use of slang or abbreviations)
- dressing in a neat and appropriate manner for the environment
- not using strong scents, perfumes or colognes
- carrying ourselves in a manner that presents a positive image

### Professional Attitude 6

*In the School of Business, we demonstrate **professional attitude** by*

- being positive
- communicating in a sincere manner
- willingly accepting constructive feedback
- maintaining composure under professional or personal pressures

### 7 Adaptability

*In the School of Business, we demonstrate **adaptability** by*

- adapting to changes in schedule and procedures
- exhibiting an open attitude and being receptive to new ideas
- experimenting with new techniques for completing tasks

### Continuous Learning 8

*In the School of Business, we demonstrate **continuous learning** by*

- seeking out learning opportunities
- seeking clarification/asking relevant questions
- contributing to class/online discussions
- seeking new methods of learning tasks

### 9 Teamwork

*In the School of Business, we demonstrate **teamwork** by*

- listening to the views of others
- giving and receiving feedback in a positive manner
- managing conflict constructively and professionally
- being committed to tasks
- doing our share of work
- completing assigned team tasks on time
- contributing ideas to projects
- communicating with team members regarding tasks, due dates, and meetings

### Confidentiality 10

*In the School of Business, we demonstrate **confidentiality** by*

- maintaining the confidentiality of classmates and clients
- not discussing items a person shared confidentially with us
- not gossiping, in person or on social networking sites